

ADMINISTRATIVE-INTERNAL USE ONLY

16 August 1977

MEMORANDUM FOR: Chief, Regulations Control Branch
Information Systems Analysis Staff

FROM :
Administrative Officer, DCI

SUBJECT : Proposed Revision of HHB Consultants -
Processing Procedures (Job #8151)

REFERENCE : Your memo to multiple addressees dated 3 August
1977; same subject

1. Para 1a(2) should be amended to delete "or Head of Independent Office concerned" in the first sentence and the following sentence added after the first sentence: "In cases involving a request for an appointment of a consultant to an Independent Office of the DCI Area these should be forwarded by the Head of the Independent Office through the AO/DCI to the Director of Personnel."

2. Para 1c(1) should be amended to delete "or Head of Independent Office" in the first sentence and the following sentence inserted after the first sentence: "In cases involving the Independent Offices of the DCI Area, these will be forwarded through the Head of the Independent Office concerned and the AO/DCI to the Director of Personnel."

3. Re Para 1e it would appear that a change in rate of compensation, while perhaps not requiring justification, should at least be accompanied by a Memorandum of Explanation. At any rate it is requested that para 1e, insofar as it pertains to the Independent Offices of the DCI Area, be amended by inserting the following sentence after the first sentence: "Request for change in the rate of compensation paid a consultant within an Independent Office of the DCI Area should be forwarded to the Director of Personnel through the AO/DCI."

STATINTL